King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual		
	Chapter 5 **Intake, Transfer and Release**		
5.05.002 - Missing and Unclaimed Property		Approved By:	Director Allen Nance
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Purpose
To provide guidelines for locating missing resident or detained youth property, proper handling, notification and disposal of found resident or detained youth property.

Policy
It is the policy of the department to search for missing resident or detained youth property, notify residents or detained youth of found property, and dispose of or donate to charity, any unclaimed resident or detained youth property after 30 days of notification.

References
DAJD Policy: 1.02.001 - Claims Investigation
Department Forms: Found Property Notification (F-580)

A. Procedure for Missing Property

1. The **Customer Service Specialist III (CSS III) at the Adult Division or Corrections Supervisors at the Juvenile Division** shall:
   a. Notify the release officer or Arrivals, Releases, and Visitation (ARV) Juvenile Detention Officers (JDOs) when a resident's or detained youth's property is partially accounted for or cannot be found.
   b. Conduct a thorough search of the property room including, but not limited to:
      1) Thoroughly review the Property Inventory Form in JMS to determine property added and released during the resident/detained youth's booking period.
      2) Checking all property bag numbers listed in the JMS computer record associated with the B/A number.
      3) Any trial clothing.
      4) Any property bags that may have fallen off the carousel.
      5) Any items that may have fallen out of the property bags.
   c. Issue indigent clothing to the resident or detained youth being released, if necessary.
   d. If property can't be located, issue a King County Claim for Damages Form.

e. Direct the resident or detained youth to list the missing items on the Property Inventory Form and sign their name.
f. Acknowledge missing items by signing the property form with serial number.
g. Notify the release officer or ARV JDOs of the investigation results and continue to process the resident or detained youth for release.
h. Enter notes into the JMS record indicating steps taken to locate the missing property.

2. The Records Manager or designee shall investigate resident property losses following department policy 1.02.001 - Claims Investigation.

B. Procedure for Found Property

1. If resident or detained youth property is found and determined to belong to a resident or detained youth that has been released, the CSS III or Corrections Supervisors shall:
   a. Complete a Found Property Notification (F-580) form.
   b. Locate the resident or detained youth's last known address as listed on the Property Inventory Card or the computer record associated with the latest B/A number.
   c. Mark where the found property is located at CCFJC, MRJC or KCCF.
   d. Enter scheduled disposal date (30 days from the date the post card is mailed out).
   e. Attach the yellow copy to the found property.
   f. Forward the white copy to the mail room for mailing.
   g. Place the property, with the yellow copy of the notice attached, in the appropriate area at each facility to await pick up or disposal.

C. Procedure for Disposition of Found Property

1. Retrieval of found property by the resident, detained youth or their designee:
   a. The CSS III or Corrections Supervisors shall:
      1) Ensure the resident, detained youth or designee has the white copy of Found Property Notification (F-580) form.
      2) Verify identification of the resident, detained youth or designee.
      3) Ensure resident, detained youth or designee completes Found Property Notification (F-580) form (i.e., Name, Signature, and Date).
      4) Retrieve the property from the appropriate property area and give it to the resident, detained youth or designee.
      5) Forward completed Found Property Notification (F-580) form to Records for filing.
2. Disposal of resident or detained youth property that is not retrieved within 30 days of date of post card notification. The CSS III or Corrections Supervisors shall:
   a. Remove the yellow copy of the Found Property Notification (F-580) form.
   b. Stamp the form using the disposal stamp, mark with date and PeopleSoft number.
   c. Forward the yellow copy of the Found Property Notification (F-580) form to records for filing.
   d. Items of value or containing personal information such as:
      1) Jewelry
      2) Watches
      3) Cell phones

4) Electronics
5) Purses/wallets
6) Knives/Sharps
7) At the Adult Divisions, any unclaimed medications will be placed in the waste medication bin for disposal.
    a) When the bin is full the property room CSS III will notify the ITR Commander who will ensure that the medication is properly disposed of.
8) Passports, Identification Cards, Credit Cards or Gift Cards should be given to the Records Manager for disposal or donation to charitable agencies. All remaining items should be discarded in the appropriate garbage or recycling receptacle.